



The University of Georgia

College of Education
Department of Educational Psychology and Instructional Technology

Managing Instructional Technology Projects

<https://webct.uga.edu>

EDIT 4400

Spring 2006

3 Credits

Instructor Dr. Rob Branch rbranch@uga.edu
Office: 604D Aderhold Tel. (706) 542-3810
Office Hours: 8-10 am daily; and by appointment.

Students requiring special consideration because of some disability are encouraged to contact me at their earliest convenience.

1. All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work.
2. More detailed information about academic honesty is located at:
<http://www.uga.edu/ovpi/honesty/acadhon.htm>
3. This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Requirements

A project is a temporary, organized series of events that create a product. The product that is created can be another product or a process. Projects are defined as a sequence of sub-tasks that have an explicit beginning, middle, and an end. The resources available to complete all of the tasks and events form the project's parameter.

The purpose of this course is to explore the different processes, roles, and responsibilities effective in managing an instructional technology project. This course provides an opportunity to practice project management skills.

During this course, each student will be expected to:

1. Define major terms, concepts, and models related to project management
2. Explain the main project management phases and processes
3. Identify the primary roles and responsibilities of a project team
4. Practice effective interpersonal skills while within a team
5. Utilize technology to organize a variety of tasks
6. Utilize technology to organize resources required to accomplish project
7. Apply project management principles to a technology-related project

There is no required textbook for this course. However, *Microsoft Project* is recommended for this course. Students are required to provide their own project management software.

This course uses a blended learning delivery mode. Approximately half of the class meetings are synchronously face-to-face at one physical location. All other class sessions are conducted asynchronously online. Attendance is required for all synchronous class meetings.

Element K instructional modules are the primary content of this course. Each student is expected to conduct independent explorations for several topics where the instructor does not provide the content. Students should be prepared to discuss topical issues, and contribute data, information and knowledge in a timely way.

The course requirements are comprised of 3 *Discussion Postings* (30 points), 5 *Project Management Products* (50 points), and a *Final Examination* (20 points). There are 9 separate assignments. Details for each of the course assignments are located at <https://webct.uga.edu>. You are permitted to re-submit each assignment **only once**, and the re-submit must be within 7 days after you receive a score from the instructor.

Course Schedule

Session	Mode		Episode	Due
1.	Face-to-Face	12 January	Course Introduction	
2.	Face-to-Face	19 January	Project Management Phases	Discussion Topic #1
3.	<i>Online</i>	26 January	Working as a Team	Discussion Topic #2
4.	Face-to-Face	2 February	Scope	Discussion Topic #3
5.	<i>Online</i>	9 February	Roles and Responsibilities	
6.	Face-to-Face	16 February	Plan	
7.	<i>Online</i>	23 February	Interpersonal Skills	Scope Document
8.	Face-to-Face	2 March	Actualize	Project Plan
9.	<i>Online</i>	9 March	Risk Management	
	<i>No meeting</i>	16 March	<i>Spring Break</i>	
10.	<i>Online</i>	23 March	Close	Work Breakdown Structure
11.	<i>Online</i>	30 March	Independent Consultation	
12.	<i>Online</i>	6 April	Project Mgt & Instructional Design	
13.	Face-to-Face	13 April	Evaluate	Final Report
14.	<i>Online</i>	20 April	<i>[Topic determined by students]</i>	
15.	Face-to-Face	27 April	Course Summary	Evaluation Plan
	<i>Online</i>	4 May	Final Examination	

Point Allocations for Course Requirements

	Due	Points	Earned
1. Discussion Postings (30 points) [Individual]			
Discussion Posting #1	19 January	10	_____
Discussion Posting #2	26 January	10	_____
Discussion Posting #3	2 February	10	_____
2. Project Management Products (50 points) [Team]			
Scope Document	23 February	10	_____
Project Plan	2 March	10	_____
Work Breakdown Structure	23 March	10	_____
Final Report	13 April	10	_____
Evaluation Plan	27 April	10	_____
3. Final Examination (20 points) [Individual]			
	4 May	20	_____
Total =		100	_____
		Grade --->	_____

Grading Scale

Final scores are *not* rounded to the nearest whole number.

96 - 100 = A	86 - 90 = B+	71 - 75 = C+	56 - 60 = D+
91 - 95 = A-	81 - 85 = B	66 - 70 = C	51 - 55 = D
	76 - 80 = B-	61 - 65 = C-	46 - 50 = D-
			0 - 45 = F